



# **WELCOME TO POLL WORKER TRAINING**

Nov. 8, 2016

# **Your GOAL: Helping Voters VOTE!**

- **Arrive by 5AM**
- **Have the Polling Location open by 6AM**
- **Focus on the Voters**
  - Empower voters to know they can confirm their polling location by calling 327-VOTE (327-8683)
  - Call 327-2000 for help when you need it
  - Know that in an emergency, fundamentally all you need for voting is a poll book, ballots, and a secure location to store voted ballots.

# Training Overview

- Voting Machines & Preparing the Polling Place
- Voter Registration & Poll Book Issues
- Absentee Voting
- Tabulating and Tear Down



# New Voting Machines in 2016

## DS200



## ExpressVote



# 2016 General Ballot

- **General**

- US President
- US Senator
- Governor
- US Representative
- State Senator
- State Representative
- Treasurer
- Coroner
- Surveyor
- Township Advisory Board

- **State-wide**

- Constitutional Hunting and Fishing question

- **Marion County**

- Public Transportation Taxing question
- Washington Township Schools Taxing

# Types of Elections

- **Primary**

The Primary Election is where the two major parties nominate their candidates for the November General Election.

- Voters must choose a Democratic OR Republican ballot
- Non-partisan option only available where there is a referendum

- **General**

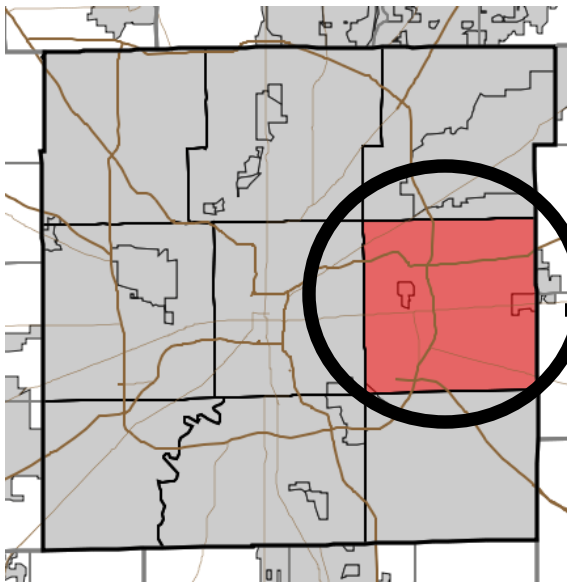
The purpose of the General Election is to select the winners for elected offices.

Independent & third party candidates nominated by petition/appointment

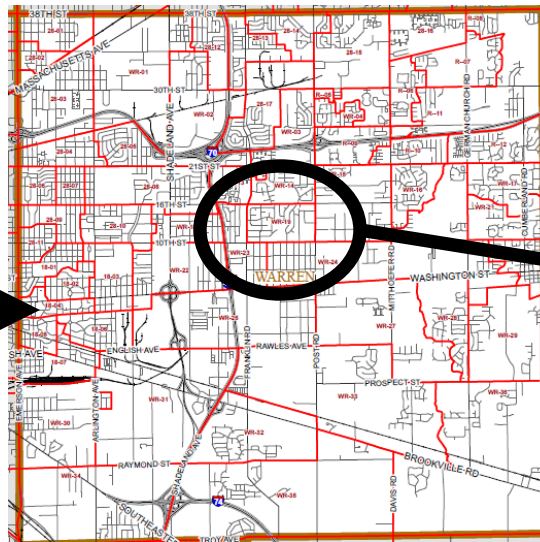


# Precinct Based Elections

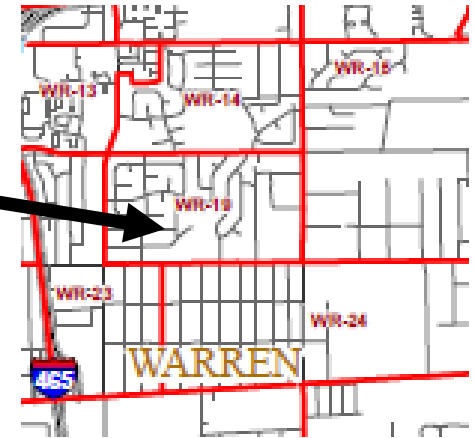
- Marion County is divided into townships and/or wards, which are made up of small areas called precincts.



**Marion County**



**Warren Township**

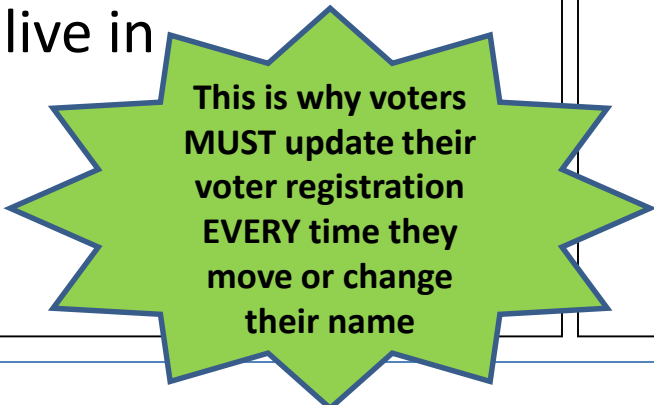


**Ward WR, Precinct 19**

# Precinct vs. Polling Location

- **Precincts**

- Marion County has 600 precincts
- Geographic boundaries
- Determine where voters vote on Election Day and whose election district they live in



**This is why voters  
MUST update their  
voter registration  
EVERY time they  
move or change  
their name**

- **Polling Locations**

- Where people go to vote
- Approximately 290-300 per election
  - Mayor's Office selects polling locations - they are subject to change
- To confirm a polling location, even on Election Day, poll workers &/or voters can
  - Call 327-VOTE (8683)
  - Visit [Indy.gov/VIP](http://Indy.gov/VIP)



# Preparation

- **Pre-Election day preparations**
  - Supply pick up
  - Call poll workers
  - Call polling location
  - Review poll worker materials
- **Setting up the polling place the night before**
- **Election Day**
  - Arrive at 5 am !!
  - Set up voting machines
  - Who can be present inside polls
  - Processing absentee voter list
  - Administrative duties/oaths
  - Open the polls

# Supply Pick-Up

- **Inspector supply pick-up**
  - Saturday, **Nov. 5th** | 10AM to 4PM
- **Regional Locations**
  - Center: IPS School 15, 2302 E. Michigan St.
    - Center Township - Wards 1-17, 23, 25 & 30
  - Northeast: Belzer Middle School, 7555 E. 56<sup>th</sup> St
    - Lawrence & Washington Townships PLUS Wards 20, 21, 22, 27 & 31
  - Southeast: Arlington Elementary School, 5814 S. Arlington Ave.
    - Center Outside, Perry, Franklin & Warren Townships PLUS Wards 18, 26, 28
  - West: Chapelwood Elementary School, 1129 N. Girls School Rd.
    - Decatur, Pike & Wayne Townships PLUS Wards 19, 24, 29, 32

# Inspector Supplies

- **Poll Kit: Open before Election Day & inspect for missing items**



**OK to open! Inspectors should inspect  
Poll Kit before Election Day.  
Missing an item? Call 327-2000.**

# Inspector Supplies

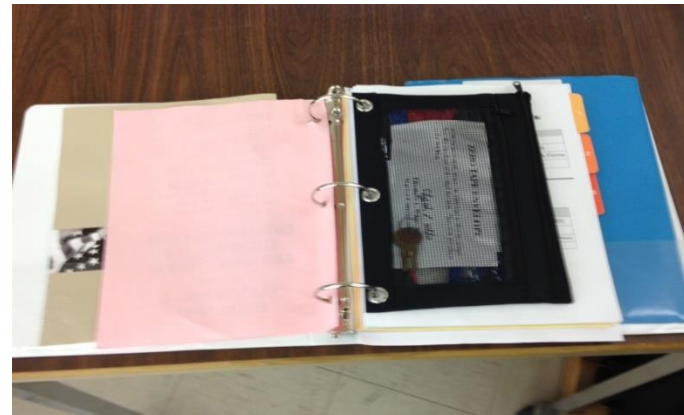
- **These items are OK to open before Election Day:**
  - Folder
    - Names of poll workers and any additional instructions
  - Poll Kit (white cardboard supply box)
    - Contents:
      - Seals (in Inspector binder zipper pack)
      - Bags
      - Provisional Ballot Kit
      - Signs
      - Ink Pens
      - Magnifying Glass
      - Wire Cutters
      - Calculator
      - Tape
      - Headphones & Covers for ExpressVote
      - Tape
      - Maps
      - Inspector Binder \* (next slide)



**OK to open! Inspectors should inspect  
Poll Kit before Election Day.  
Missing an item? Call 327-2000.**

# Inspector Supplies

- **Inspector Binder: Review before and on Election Day**



**OK to open! Inspectors should review binder materials before Election Day.**

- \* Keys to DS200 and ExpressVote
- \* Poll Worker Credentials
- \* Secretary of State's Handbook
- \* Forms, such as:
  - Poll Worker Oath
  - Payment Voucher

# Inspector Supplies

- **Sealed plastic Ballot Transfer Case - DO NOT OPEN!**
- **Contents:**
  - Ballots
  - Poll Book
  - First List of Absentee Voters



**DO NOT open the sealed ballot case until Election Day – it is illegal to do so!**

# Calls to Make Day Before Election

- **Inspector should contact Clerks and Judges before Election Day!**
  - Contact information is provided to Inspector when they pick up their Inspector kits
  - Schedule a time to set up the night before
    - Share contact information with other poll workers
    - Arrive at 5AM
    - Make arrangements for food/drink
- **Call Polling Location**
  - Confirm building will be unlocked by 5AM on Election Day
    - In some cases, keys will be provided to you before Election Day
  - Ask where voting equipment is located
  - If possible, arrange time night before to set up





# Night Before: Assemble Booths

- **Assemble blue voting booths (for privacy)**
  - Each precinct will have at least two blue “clamshell” cases:
    - Each case opens like a “clamshell” to provide two booths
    - Insert four legs into bottom of blue half-shell table top
    - Flip over
    - Insert privacy screen
    - Tape up voting instructions (found in Poll Kit) in each booth
    - Place ink pens in the booths



# Night Before: Accessibility

- **Establish voter accessibility station**
  - The Election Board has provided one table for voters with disabilities to use
    - The table has adjustable heights and the table height must be adjusted to accommodate a wheelchair or scooter user
- **Hang posters (found in Poll Kit):**
  - By entrance:
    - Sample ballots
    - Voters' bill of rights
    - Maps

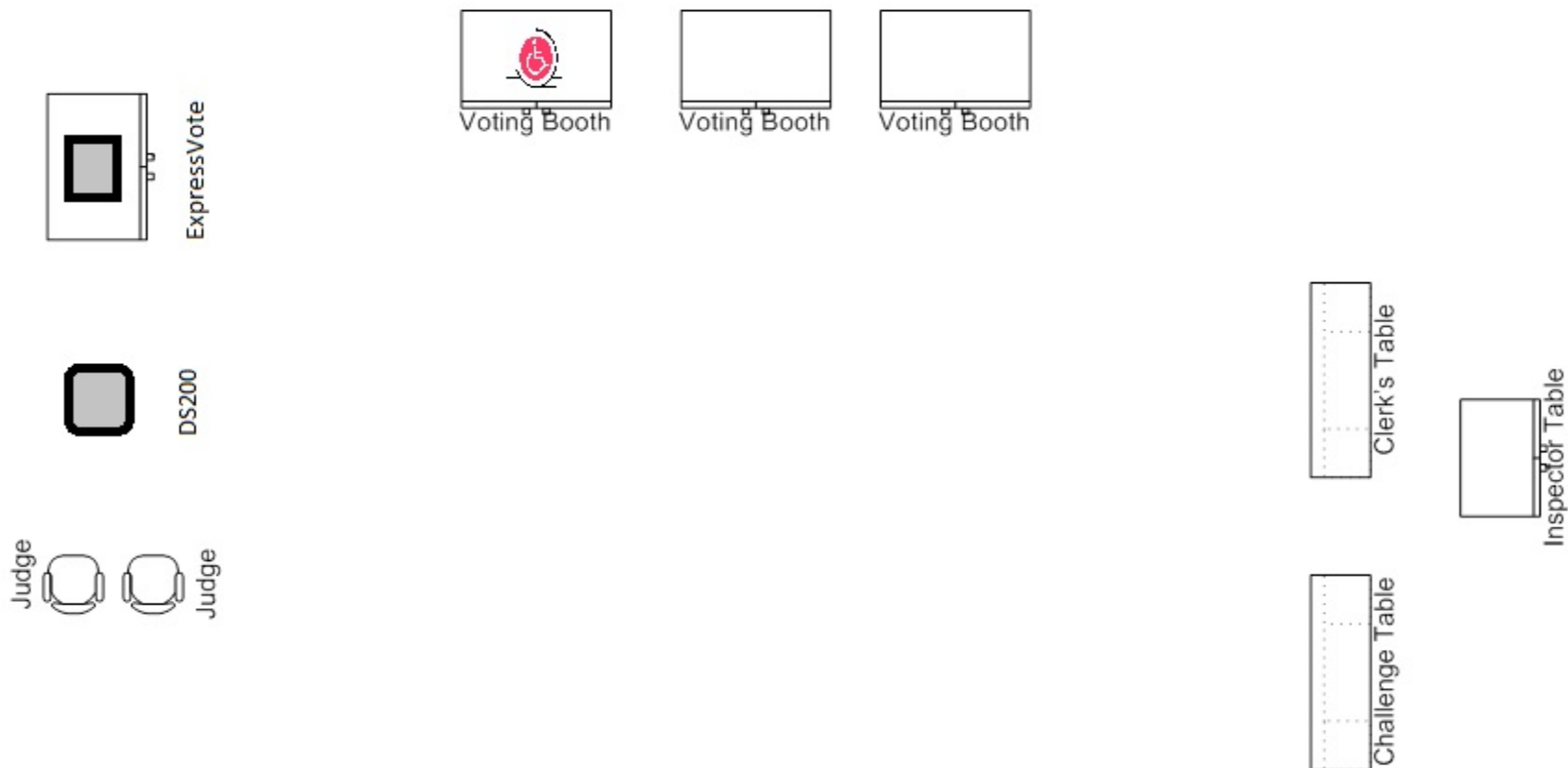
# Night Before

- **Arrange tables and chairs**
  - Allow for smooth traffic flow
  - Provide enough unobstructed space for voters with disabilities to navigate your polling location
    - Preferable to give 5 square feet around voting booths and equipment for wheelchair/scooter users
- **Move voting equipment into place**



**DO NOT plug-in or turn on your voting equipment! Wait until the morning of the election to assemble equipment.**

# Example of Precinct Layout & Setup



# Election Day-Arrive by 5AM

- **All poll workers need to arrive at their polling location at 5AM**
  - Inspectors will receive a call at 5AM
  - Inspectors: If you are unable to serve, call 327-2000 immediately
  - Clerks/Judges: If your Inspector does not arrive at 5AM, call 327-2000 immediately



# Election Morning: Ballot Case

- **Open SEALED ballot transfer case**
  - Presidential ONLY ballot
    - For voters who have moved out of the State of Indiana less than 30 days before the date of the Election
  - Confirm you received the correct ballots for your precinct
  - ExpressVote ballots will be packaged separately
  - Only open one package of ballots at a time



**Do NOT pre-initial ballots. Poll workers should initial ballots as they are handed to voters.**

# Election Morning: Readyng the Site

- **Place signs and accessibility items outside**
  - Some sites may need additional items to make them more accessible to voters with disabilities:
    - Ramps
    - Cones
    - Doorbells
    - Disability Parking Signs
- **Place 'Official Voting Place' yard sign outside your location**
  - Found inside ballot storage bin of DS200
- **Organize the Poll Book with provided white tabs**



# Election Morning: The Chute

- **Define the chute extending 50 feet from the entrance to the room where people vote**
  - Hang the ‘no campaigning beyond this point’ sign at the start of the chute
  - Do not permit candidates and others to campaign in this area (i.e. hand out leaflets, flyers, posters, etc.)
- **Be ready to receive voters at 6AM**

# **Election Morning: Setting Up Voting Equipment**

- **NEW!! Each PRECINCT will have its own DS200.**
  - Make sure to locate the correct DS200 for your precinct
  - Each inspector should set up their own DS200
- **Most POLLING PLACES will have only one ExpressVote (ADA compliant, ballot marking device)**
  - Each inspector will have keys, so whoever arrives first can set up the ExpressVote
  - Work as a team with other Inspectors

# Setting up the DS200



# Setting Up DS200

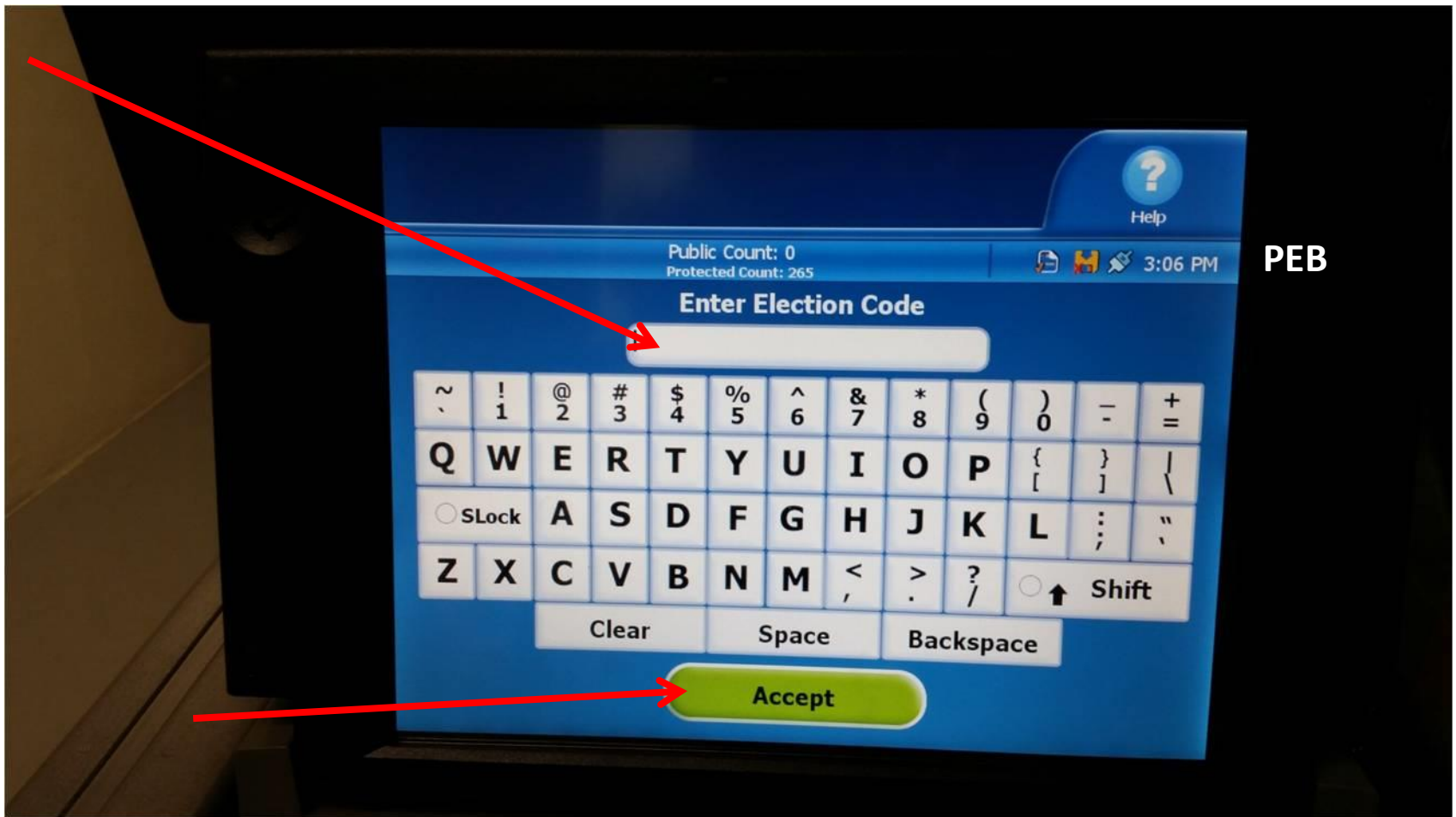


- Select location and set brakes on 2 front wheels
- Using flat silver key, check both bins on front and remove any materials (some will have extension cords & other equipment). If bottom bin contains ballots, call inspector hotline 327-2000.
- With flat, silver key, open back panel and plug power cord into outlet
- Leave back panel open for ventilation

# Turning On the DS200

- On front of machine, remove Seal and place in zipper pack
- Unhinge latches
- Unlock panel between latches & raise lid
- Unlock DS200 screen & raise
- **DS200 programmed to power on automatically**
  - Be Patient—Can take up to 2 minutes for screen to light up
- **Enter “Election Code” in DS200 & press “Accept”**
  - Code found on luggage tag attached to lanyard with keys
  - See next slide for illustration

# Entering Election Code





# Configuration Report





# Zero Tapes for DS200

- **Once you push the green “Open Polls” button on the screen, DS200 will automatically begin running zero tapes**
- **Extra zero tapes can be run for watchers upon request**
  - Select “Report Options” to run extra reports
- **Place and seal zero tape in zero tape envelope**
  - Zero tape envelope is found in zipper pack
  - Zero tape envelope goes in the Red Bag at the end of the day
- **Press green “Go To Voting” button on the screen**
  - Screen should say “Welcome. Please Insert your Ballot”

# Setting Up ExpressVote

- ExpressVote can be found in the black, padded, canvas bag
- Remove seal from zippers (place seal in zipper pack)
- Remove ExpressVote & power cord from bag
- Place ExpressVote on adjustable height folding table provided by the Election Board
- Lay ExpressVote face down on table
- Locate power cord and notice there is a moving, sliding sleeve on the cord head. Also, notice that there is a flat side on the sleeve.



# Setting Up ExpressVote

- Insert power cord
  - The flat side of power cord sleeve should be facing the top of the machine
  - To insert properly, you cannot hold the moving sleeve or the cord will not properly connect with the ExpressVote
  - You must hold a stationary portion of the cord.
- Pull kickstand out all the way to secure
- Plug power cord into outlet
- Check power cord brick for green light to ensure all points are receiving power



# Setting up ExpressVote

- Remove seal on left side panel & put in zipper pack
- Using barrel key, open panel on left of ExpressVote
- Turn power switch to “On”
- Check that “Mode” switch set to “Voter”
- Close and lock panel CAREFULLY!
- Be patient, it might take up to 2 minutes for screen to load



**Do NOT touch screen until an on-screen key board appears!**

# Setting up ExpressVote

- **Enter Election Code located on key lanyard luggage tag**
- **Press “Accept”**
- **Verify correct election appears on screen**
- **Verify Polling Location correct**
- **Select “OK”**
- **Verify machine is plugged in by making sure power indicator light is green below the screen.**
- **Do NOT open right side or front “1, 2, 3, 4” panel**
- **Verify screen says “To begin voting, insert your card”**

# Problems Setting Up Equipment?

- **Call Hotline 327-2000 Immediately**
- **Continue Voting**
  - Open flap on top storage bin
    - Unlock door
    - Fold down flap
    - Lock door in place
  - Place ballots in top storage bin
- **After machine repaired, feed ballots through DS200 and lock flap.**



# Election Morning: Administrative Duties

- **Perform administrative duties**
  - Sign oaths and affidavits (look in TAB 2 in the Inspector Binder)
  - Inventory and sort supplies
  - Pass out credentials/lanyards to poll workers
  - **Process absentee voters in the poll book**
    - First and second lists found in ballot transfer case; third list to arrive by courier
    - Must be a priority to process list as soon as possible!!



**Absentee ballot lists will be long this election! Poll workers will learn more about absentee ballot counting later in this presentation starting on Slide #58.**



# Poll Workers

Each precinct has up to five poll workers who are primarily appointed by their political party.

- **Inspector**
  - ‘Boss’ of the precinct
  - Must work full day, attend training and pick up and deliver all voting materials
  - Serves on the precinct Election Board
- **Two Judges (one Democratic, one Republican)**
  - Check ID, assist voters
  - Can work a full OR half day
  - May travel with Inspector to deliver voting materials at end of day
  - Serves on the precinct Election Board
- **Two Clerks (one Democratic, one Republican)**
  - Manage the Poll Book, issue ballots, check ID
  - Can work a full OR half day
  - Are not members of the precinct Election Board



## The Precinct “Election Board”

- : 1.) Can issue challenges
- 2.) Decide on other election matters.

**CALL 327-2000  
FIRST**

# Poll Workers

- **To serve as a poll worker:**
  - Must be a registered voter in Marion County
    - Exceptions for student poll workers, who can serve as a Clerk or Judge IF they are 16- or 17-years old, have permission from their school and parent or guardian and have a 3.0 GPA
  - Attend training
  - Not be a candidate on the ballot or closely related to a candidate on the ballot

# Credentialed Visitors

- **Every non-voter MUST have a credential before entering the polling location**
  - **Watchers**
    - Appointed by the Democratic, Republican & Libertarian parties
      - County AND state parties can appoint watchers
    - Can ask for a public vote count and observe but must not interfere with voting or assist voters
  - **Media Watchers**
    - Special credentials from MCEB or Secretary of State
    - Can film or photograph inside the polling location but must show poll workers their credential first
      - Receive instructions prior to Election Day on what can be filmed inside the location

# Other Precinct “Officials”

## – Poll book holders

- Assigned by the two major political parties
- Cannot obstruct voting, but may review Poll Book to determine who has voted
- Clerks may record names of those who have signed the Poll Book and provide those names to poll book holder or watcher
  - This action is not voter obstruction or electioneering by Clerk, watcher or poll book holder. [IC 3-11-8-10.5]

# Poll Book Holders

- **Judy is a Clerk on Election Day, but her political party also has appointed her to be the Poll Book holder (or the person holding the scratch list). Can she serve as both?**
  - Yes.
  - State law permits Clerks to also manage the scratch lists for their political party.
  - However, their work as a ‘poll book holder’ cannot interfere with their service to the Election Board

# Other Visitors

- **Distributing Campaign Materials**
  - Permitted outside of the chute
  - Voters can bring campaign materials and sample ballots inside voting booth for private use
- **Exit Polling**
  - Permitted outside of the chute
- **Emergency!**
  - If there is an emergency, call 911 immediately!
  - If a situation arises that raises a serious question or concern, but is not an emergency, please call the Inspector Hotline at 327-2000.

# Set Up Summary

- **Pre-Election Preparation**
- **Election Day, Arrive at 5AM**
  - Call hotline at 327-2000 if missing Inspectors
- **Ensure Ballots & Poll Book match Precinct Assignment**
- **Set up Voting Machines**
  - Teamwork, **all inspectors have keys to turn on machines!! (NEW)**
- **Readying Site**
- **Administrative Duties**
- **Process Absentee Voter List (more on that in a moment)**

# Voter Registration

- **Voters MUST be registered to vote**
  - Must be a US citizen
  - Must be 18 on or before date of general election
    - 17-year-olds can register and vote in the May primary election IF they're 18 by the date of November's election.
  - Must not be currently serving a prison sentence
    - In Indiana, convicted felons do not permanently lose their right to vote.
  - Must live in their precinct 30 days before the election
    - Fail safe procedures exist for voters who have recently moved. Consult the Secretary of State's Election Day Handbook (pgs. 21 & 22) for a flow chart to understand if the voter can vote in their old precinct one last time. Call 327-2000.



# Voter ID Requirements

- ID must meet **ALL** of the following **FOUR** requirements:

1. Photo
  - Should be a reasonable likeness
2. Expiration Date
  - Must be current or expired after last General Election (Nov. 4, 2014)
  - Not all military IDs have expiration dates
3. Name must reasonably conform to the poll book
4. Government Issued
  - Issued by State of Indiana OR federal government
    - **Cannot accept out-of-state IDs**
    - State/public schools may be OK if they meet other requirements



# Voter ID:

## Name must “reasonably conform”

### Name on ID must reasonably conform with name in the Poll Book

- Conform does not mean match exactly
- People commonly use nicknames, middle names and initials
- Some examples of names that would conform with Robert John Crew
  - Robert John Crew
  - Robert J. Crew
  - Robert Crew
  - R. John Crew
  - R.J. Crew
  - Bob John Crew
  - Bob J. Crew
  - Bob Crew
  - John Crew
  - J. Crew

- **For more information on Voter ID**

- Secretary of State’s Handbook, page 18



**Remember, Indiana law does NOT require the address on the ID match the address in the Poll Book. Indiana’s voter ID law is about establishing a voter’s IDENTITY, not RESIDENCY.**

# Voter ID: Temporary ID's

INTERIM/EXTENSION INDIANA OPERATOR      EXPIRES: 11/02/2009      Andrew J. Millor, Commissioner

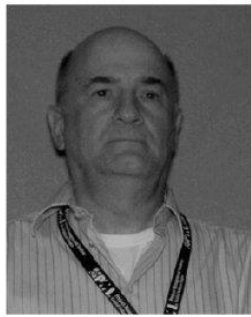

**Valid for Driving Privileges and Voter Identification Only**

**DLN:** 123456789      **DATE:** 10/19/2009  
**JOHN DOE**      **DOB:** 08/09/1971  
**123 MAIN STREET**      **SEX:** M  
**ANYPLACE, IN 46201**

**RESTRICTIONS:** NONE  
**ENDORSEMENTS:** NONE  
**OPERATOR/BRANCH:** 270 / #986 - TEST BRANCH  
**CONTROL NUMBER:** 160409

**HEIGHT:** 5-6      **EYES:** BLU  
**WEIGHT:** 200      **HAIR:** BLK

**SIGNATURE:** \_\_\_\_\_



**Temporary paper IDs issued by the State of Indiana are valid for voting purposes. Be sure to follow all the ID verification steps (valid or expired since the date of the last general election: 11/4/14; include photo, name reasonably conforms) before letting the voter sign the Poll Book.**



# Poll Book: Overview

- **List of every citizen registered to vote in a precinct**
- **Each precinct has one poll book**
- **Found in the SEALED Ballot Transfer Case**
  - This case should not be opened before Election Day
- **Primarily, but not exclusively, the Clerks' job to manage as a team**



**When you open your sealed ballot case on Election Day, make sure you have the correct Poll Book by looking on the cover for your ward/precinct information. Find absentee list!**

# Poll Book: Basics

DOB: 1/1/1900 Affirmation of Residence Required <b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A <input type="checkbox"/> ABS <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/> <b>SIGN HERE</b>	<b>Paul Problem</b>  <i>Susie Rich</i>
<b>VOTER, VALERIE</b> 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Affirmation of Residence Required	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A <input type="checkbox"/> ABS <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/> <b>SIGN HERE</b>	 <i>Valerie Voter</i>

**Name and Address Block**

- Voter information listed alphabetically by last name
- Date of birth found under the voter's address

**Scanned Signature**

- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the Poll Book to the signature on file

**Sign Here**



- Location the voter signs AFTER the poll worker reviews their photo ID

# Poll Book: Basics

## Name/Address Change

- If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
  - In cases where a name changes, the voter fills out the affidavit and signs the Poll Book with their new name. A voter can also simply sign the poll book with their new name and is not required to complete the VRG 4/12
  - Before allowing a voter whose address has changed to vote, please refer to the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct. (Look for the flow chart on page 21 or 22.) Depending on date and location of the move, a voter may have to return to their previous precinct or may not be eligible to vote a regular ballot at all.
- If you have questions, ask your Inspector to call 327-2000

# Poll Book: Basics

DOB: 1/1/1900 Affirmation of Residence Required		Split: A <span style="float: right;">ABS</span>		<b>Paul Problem</b>  <i>Susie Rich</i> <small>I am not a resident of Marion County, Indiana. The name below the barcode is not</small>
<b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/> SIGN HERE		
DOB: 1/1/1900 Affirmation of Residence Required		Split: A <span style="float: right;">ABS</span>		 <i>Valerie Voter</i>
<b>VOTER, VALERIE</b> 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/> SIGN HERE		
		Split: A <span style="float: right;">ABS</span>		

## Ballot Type


- This will appear ONLY in a Primary Election
- Clerk must check the ballot type
- Voter must select a Democratic (D), Republican (R), or Non-Partisan (NP) ballot
- For 17-year olds, mark D OR R, making sure to provide correct 'special' ballot

**ABS = absentee ballot status**

## Precinct Split


- If the precinct is "split" for any reason (meaning some precinct voters have different candidates on their ballot in particular race(s) than other precinct voters), the split is indicated here and denoted as A, B, C...

# Poll Book: Basics

DOB: 1/1/1900 Voter ID on File		Split: A ABS	Need Current Signature
<b>EXCITEMENT, EDDIE</b> 1456 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/> SIGN HERE	 Eddie Excitement
Proof of Residency		Split: A ABS	

## Proof of Residency

- If the voter MUST show proof of residency to the Clerk, “Proof of Residency” will print on the Poll List
- Clerk must request valid driver’s license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of Poll Book for more information)


Affirmation of Residence Required		Split: A ABS	
<b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 DLN/SSN4: _____	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/> SIGN HERE	 Susie Rich
		Split: B ABS	

## DLN/SSN4

- If the voter ID number is not stored in the system, ‘DLN/SS4: \_\_\_’ will print on the Poll List
- Clerk must request either the driver’s license number or the last four digits of the voter’s social security number
- Voter is not obligated to provide the information




# Poll Book: Basics

VOTERS' POLL LIST: 2008 Primary Election			Marion County	Precinct FRA 001
<b>ABSENTEE, AL</b> 1278 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/>		 <b>Need Current Signature</b>
	Name/Address Change <input type="checkbox"/>	SIGN HERE		
	Split: A	ABS		

## Need Current Signature

- Message prints when a voter's signature is not stored in the system

<b>PROBLEM, PAUL</b> 1301 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/>	Split: A		ABS
	Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> NP <input type="checkbox"/>		 <b>Paul Problem</b>
	Affirmation of Residence Required	SIGN HERE		
		Split: A		ABS



## Affirmation of Residence Required

- If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
- Voter must fill in their address

# Poll Book: Basics

An individual who knowingly makes a false statement by signing a poll list or by falsely indicating the individual's name, voter identification number, or residence address commits a Level 6 felony as provided by IC 3-14-2-11.

VOTERS' POLL LIST: 2008 General Election Marion County Precinct FRA 001

<b>ABSENTEE, ALBERT</b> 200 E WASHINGTON ST INDIANAPOLIS, IN 46260 DOB: 01/01/1900	Voter ID: 1234567891 Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/> Provisional: <input type="checkbox"/>	SIGN HERE  Split: A	 Signature of Applicant: <i>A.A. Absentee</i> If applicant is unable to fill out the application due to disability, the
<b>VOTER, VALERIE</b> 1200 AMERICA LN INDIANAPOLIS, IN 46260 DOB: 03/03/1903 Affirmation of Residence Required	Voter ID: 2235891567 Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/> Provisional: <input type="checkbox"/>	SIGN HERE  Split: A	 <i>Valerie R. Voter</i> ABS

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## ABS

- Abbreviation for "Absentee"
- "ABS" will only appear when a voter has requested an absentee ballot before the date the poll book was printed.
- The box will be blank if the voter requested an absentee ballot after the poll book was printed or if the voter did not request an absentee ballot.
- "ABS" will have an additional abbreviation next to it, similar to the examples below. The abbreviations are for staff purposes only.
  - "ABS-RE"
  - "ABS-IS"
  - "ABS-RI"

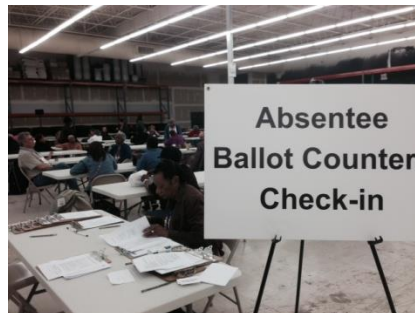
# Summary

## Voter Registration & Poll Book

- **Clerks manage Poll Books**
- **Check photo ID**
- **Mark “D”, “R”, or “NP” in poll book**
  - Primary Election *ONLY*
- **Voters not in Poll Book – call 327-VOTE**

# Central Count of Absentee Ballots

- Instead of ballots, poll workers receive lists of absentee voters to record in the poll book
  - Lists include names of every voter who requested an absentee ballot in the precinct
  - Bi-partisan courier teams deliver third list of absentee voters' names
- Bi-partisan teams count absentee ballots at Election Service Center



# Election Morning: Central Count of Absentee Ballots

- **FIRST LIST** found in ballot transfer case, already marked in poll book
  - Poll workers must confirm that voters were properly marked in poll book
  - Process before 6AM, if possible
- **SECOND LIST** found in ballot transfer case, NOT pre-marked in poll book
  - Should be processed before 6AM, if possible
- **THIRD LIST** will be delivered by courier
  - Should be processed immediately
  - Voters must wait while list is being processed

# Processing Absentee Voter List(s)



Absentee voter lists will be large this election. Voting must **STOP** while poll workers process the lists in the poll book.

- Process EVERY NAME on the absentee voter lists into the poll book.
- **As soon as possible**: Process both lists found in the sealed ballot transfer case. The first list is already marked in the poll book to help speed up the process.
- A third list will arrive later in the morning via courier.
- Inspector should lead process in the presence of poll clerks. If clerks aren't available, judges or bi-partisan courier team can assist.

Questions? Call 327-2000

# Processing Absentee Voters

- Read the voter's name and address out loud
- Find voter's name in Poll Book
- First and Second List found in Ballot Transfer Case

**First List:** Confirm that "ABS" is printed below the signature line

SIGN HERE

Split: A

SIGN HERE





Split: A

ABS

**Second List:** Write the phrase "ABS" below the signature line.

An individual who knowingly makes a false statement by signing a poll list or by falsely indicating the individual's name, voter identification number, or residence address commits a Level 6 felony as provided by IC 3-14-2-11.

**VOTERS' POLL LIST: 2008 General Election - Marion County - District 1 - Sheet FBA-001**

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<b>VOTER, VALERIE</b> 1200 AMERICA LN INDIANAPOLIS, IN 46260 DOB: 03/03/1903 <small>Affirmation of Residence Required</small>	Voter ID: 234567890 Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/> Provisional: <input type="checkbox"/>	 Split: A	

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# Processing Absentee Voters

- **Check name off on absentee list**
- **Repeat for all voters on list**
- **Process third list immediately upon arrival**
  - Third List will be processed like Second List
  - Write phrase “ABS” below the signature line



# Returning Absentee Lists for Central Count

- **Election Board Couriers will return all lists and absentee materials to the Election Service Center in a secure envelope.**
  - Processed absentee voter list(s)
  - Challenge Forms (PRE-4)
- **Inspector & Poll Clerks sign the outside of the envelope where noted**
- **Secure envelope with seal & initial**
  - Bi-partisan envelope seals found in poll kit



**Absentee ballots cannot be counted until the lists are returned to the central site! Processing your absentee voter lists must be a priority to prevent delays in election results.**

# What If's . . .

- **What if:**
  - **Absentee Voter not found in poll book?**
    - Write 'not in poll book' next to the voter's name on ABS list
  - **Voter votes in person at precinct before list is processed?**
    - Write 'voted in person' next to the voter's name on ABS list
  - **Voter is challenged?**
    - Write 'challenged' next to the voter's name on ABS list
    - Make sure to include a completed challenge affidavit (PRE-4)
      - See next slide



**Issues will be addressed at the central site.  
Other questions? Call Hotline at 327-2000.**

# Handling Absentee Voter Challenges

- **Absentee voters can be challenged at the precinct**
  - If challengers are present, Inspector should tell them the absentee voters are going to be processed in the poll book
  - Inspector reads names out loud as poll clerks process names in the poll book
  - If challenged:
    - Challenger should complete PRE-4, the state's challenge form
      - Found in Inspector Binder under Tab 3
    - Poll clerks should write 'challenged' next to name on absentee voter list to alert central count team when list is returned
    - PRE-4 should be included in the materials returned by the courier
  - Once names are read, the absentee voter can no longer be challenged at the precinct



**Questions? Call 327-2000**

# Absentee Voters at the Polls

- If a voter comes to vote at your precinct on Election Day AND the voter has already been processed as an absentee voter in the poll book:
  - Voter must return their absentee ballot to the Inspector
    - Inspector should (1) cross out bar code on the ballot envelope, (2) write “cancelled” on top of envelope, and (3) place ballot envelope in “Rejected ABS Ballots Envelope” for return at the end of the night
    - Inspector should cross out the “ABS” that was previously circled and have both clerks initial above the cross out.
  - Voter then signs the poll book and votes a regular ballot.

# Absentee Voters at the Polls

- **If a voter has been marked ABS in poll book and appears to vote, but never received their ballot:**
  - Call election hotline (327-2000) to verify that a voted ballot was not received by the Election Board
    - If verified, Voter fills out the PRE-5 Form
    - Poll workers should cross-out the 'ABS' circle on the poll book and Poll workers should write their initials next to the correction.
    - Voter should sign their name in the signature block
    - Voter receives a regular ballot and casts it before leaving

**PHEW!!!**



# Summary-Absentee Voting

- **Central Count of Absentee Ballots**
  - Poll workers handle a list not the actual ballots now
  - Ballots counted at central location after lists returned from polls
- **Challenging Absentee Voters at Polls**
  - Challenger must complete PRE-4
- **Absentee Voters who Appear at the Polls**
  - Voter who never received their absentee ballot
  - Voter who presents absentee ballot at polls

# **SERVING THE VOTERS**

- **Welcoming Voters**
- **How to Use the Voting Equipment**
- **Assisting Voters with Disabilities**
- **Provisional Ballots**

# Welcoming Basics

- **When a voter arrives ...**

1. Greet them with a smile!
2. Ask if they know their precinct and/or direct them to the proper Clerk's Table if they look like they need help
3. Clerks, ask for and find the voter's name in the Poll Book
4. Check voter's photo ID



**Refresher: ID must have a photo; be current or expired after Nov. 4, 2014; be issued by the state of Indiana or federal government; AND voter's name on ID must reasonably conform to name in Poll Book.**

5. Allow voter to sign Poll Book
6. Determine if voter wants a paper ballot or wishes to use the ExpressVote (ballot marking device/touch screen)



# Voters Using the DS200

- **Majority of Voters**
- **Poll Clerks provide voter with ballot containing the correct precinct, split, and party (Primary Only) as indicated on poll book**
- **Poll Clerks both initial ballot**
- **Direct Voter to privacy booth to mark ballot**
- **Voter feeds voted ballot into DS200**
  - **Should DS200 stop working, open the top bin and fold flap down, voter will place ballot into slot . Inspector should call hotline for help with machine. These ballots will need to be “fed” into the DS200 later in the day.**

# Voters Using the ExpressVote

- **ExpressVote ballots start out as blank**
  - Clipped corner should be in top right hand corner
- **Both poll clerks initial back of blank ballot**
  - If no Clerks, OK for Judge and Inspector to initial.
  - If the Inspector is the only poll worker, the Inspector should initial twice.
- **Poll clerk should fill out ExpressVote split card**
  - Found in zipper pack in Inspector binder
- **Poll clerk gives Judge the split card and the initialed blank ExpressVote ballot card**

# Voters Using the ExpressVote

- **Judge inserts the ballot face up into machine, the ballot notch should face the top right corner**
- **Using information on the ExpressVote Split Card, Judge selects voter's**
  - Precinct
  - Precinct split (A,B,C,D)
  - Party choice (D or R, NP if Primary Election)
  - 17 year old ballot
- **Judge moves away from machine to allow voter to privately mark their ballot**

# Voters Using the ExpressVote

- **When finished marking ballot, the ExpressVote will return a marked ballot to the voter**
- **The voter will feed their ballot into the DS200**
  - Does not matter if ballot is face up or face down, forward or backward
  - If voter selects too many candidates in a particular race, the DS200 will indicate where there is an overvote
  - Voter presses 'accept' if the voter says that she/he intended to over-vote
  - Voter presses 'reject' if the voter says he/she made an error and would like to vote again
    - Ballot should be marked 'spoiled' and placed in 'Spoiled Ballots Envelope'
    - Clerks will initial and provide voter with a new ballot

# Assisting Voters for Disabilities

- **Federal Law**

- Provides all voters the RIGHT to vote Privately & Independently
- Requires all polling places, entrances, hallways and equipment to be accessible/comply with ADA.

- **State Law**

- Permits voters with disabilities (& those unable to read and write English) to request assistance inside the voting booth if desired.



# Affidavit of Voter Assistance

- **Voter may be assisted with marking his/her ballot only if:**
  - Voter has a disability or is unable to read or write the English language
  - Voter requests assistance BEFORE entering the voting booth
- **Anyone can be designated to assist the voter EXCEPT for the voter's employer or union representative**
  - If asked, BOTH Judges must assist the voter
    - First, complete the affidavit of voter assistance (PRE-3) found under tab 3 of the Inspector Binder

# Voter Unable to Sign Poll Book

- Voter shows photo ID
- Poll Clerk can print voter's name in poll book
- Both Poll Clerks place their initials in parenthesis next to voter's printed name
- Poll Clerk checks "address unchanged" or updates address if permitted by state law



# ExpressVote Accessibility Options

- **Audio ballot for voters with a visual disability**
  - Headphones and headphone ear covers found in Poll Kit
  - Headphone jack found below the screen on the front side
  - Braille-enabled controller to help voters navigate through the audio ballot menu
  - Controller also works with the visual ballot for voters that are unable to reach the screen
- **Display contrast and text size can be adjusted**
- **Audio sound and tempo adjustable**
- **Capable for use with Sip & Puff device**





# ExpressVote Audio Ballot

- **How to access the ExpressVote's audio ballot**
  - Plug in headphones
  - Hand voter the headphones
    - Voter using headphones can mark ballot on screen or using controller
    - Contrast and Text size are adjustable for voters with limited vision
  - Upon request, hand voter removable controller with braille & raised keys whose shape indicates function
  - Select correct precinct and ballot style for the voter
  - Press GREEN BUTTON to activate audio ballot
  - Instruct voter how to feed printed ballot into DS200



**When using an audio ballot on the ExpressVote, voter can turn off screen to permit privacy. If voter has some sight and wishes to mark selections on screen, the voter can keep screen visible.**

# Unique Scenarios

- **Voters not on Poll Books**
- **Provisional Ballots**
- **Voter who Forgot Photo ID**
- **Voters who Moved Since Last Election**
- **Voters with New Names**
- **You or voter can call the voter info line at 327-VOTE (327-8683) to verify polling location and precinct**
- **YOU can call the Inspector Hotline at 327-2000 and press 1**

# Voter Not in Poll Book

- Ask if name on ID changed since last election
- Hyphenated or compound last names
- Voter appears at wrong precinct/polling location
- Call 327-VOTE for more information
  - Certificate of Error for voters accidentally left off of poll book



Put voter at ease that you'll work through problem with them.  
**Never turn voter away under any circumstance!**

# ID & Name Change Issues

- **ID Issues**

- Voter who hasn't signed poll book can leave & reenter with ID
- Voter who has signed poll book will cast a provisional ballot

- **Name Change Issues**

- Find voter under old name
- Check “name change” box
- Voter signs new name and votes regular ballot

# Voter Moved Since Last Election

- **Vickie Voter forgot to update her voter registration after she moved earlier this year. What should she do?**
  - Vickie may be able to vote in her old precinct one last time, but the inspector **MUST CALL 327-2000** for a determination on whether Vickie can vote
  - If she is permitted to vote at her old precinct, she should complete a VRG-4/12 (found in the Inspector Binder) to update her registration, and sign the poll book

# Voter Moved Out-of-State Since Last Election

- **Oscar Ohio moved out of state and has not updated his registration. Can he vote in this election?**
  - Oscar may be able to vote using the Presidential Only Ballot included with your materials.
    - If Oscar has moved 30 days or less before Election Day AND he is still in the poll book, he can vote one last time using the Presidential Only Ballot.
    - Oscar must complete the VRG-15 found in the Ballot Transfer Case as well.
  - If Oscar moved 31 or more days before Election Day, he is not eligible for the Presidential Only Ballot
  - Call 327-2000 on Election Day if you have questions

# Provisional Ballots

- **Used as a last resort**
  - Used if voter challenged and challenge unresolved
  - Used if voter cannot be located or is NOT eligible to vote using a VRG 4/12 after calling 327-2000
- **These ballots are NOT fed into DS200 but set aside for after election to determine whether to count**
- **Provisional ballot kit found in white cardboard inspector kit**
- **Must follow instructions exactly or ballot may not be counted**

# Provisional Ballots: Instructional Insert

- There is a line-by-line instructional insert included in the Inspector Binder that walks you through the process in detail.
- **Please use this info sheet!!**
  - Improperly completed Provisional Ballot paperwork often leaves the Election Board with no other choice than to reject a ballot.



**Take Your Time! There are two forms found on opposite sides of the Provisional Ballot Envelope. Both the Inspector and voter have sections they need to complete.**



# CLOSING THE POLLS

- **Declare the Polls Closed at 6:00 p.m.**
- **Shut Down the Voting Equipment**
- **Sort Ballots**
- **Remove Electronic Media**
- **Pack up the Polling Location**
- **Prepare Closing Paperwork**

# Declare Polls Closed

- **Inspector declares polls closed at 6PM**
  - Inspect the chute
  - Any voter in the chute at 6PM **MUST** be allowed to vote
    - If there is a line, station a Judge at the end of the line that exists at 6PM to identify the last voter.
    - Instruct late-arriving voters not in line at 6PM that the polls closed at 6PM.
- **Make sure only properly credentialed people remain in the polling location**

# Shutting Down Equipment

- After 6PM, shut down the ExpressVote
  - Open left panel using black barrel key
  - Turn switch to “Off”
  - Managing Inspector should remove media with red luggage tag & store in bubble pack
  - Close and lock panel



# Breaking Down ExpressVote

- **Lay ExpressVote on its face**
- **Push Kickstand down**
- **Remove power cord**
  - CAREFULLY slide sleeve back on power cord
  - Cord will NOT release unless sleeve is pulled back
  - Remove power cord from back of Expressvote
- **Pack ExpressVote & power cord in black bag**
- **No need to seal the ExpressVote bag**
- **Place bag in secure location**



# Shutting Down DS200

- If applicable, remove any ballots from top compartment & feed through DS200
- Using barrel key, open panel directly under screen to left
- Press “Close polls” button, which will flash red
- Touch “Close polls” on the DS200 screen
- DS200 will automatically generate total tapes for all precincts in poll
- Can print more tapes for watchers upon request



# Shutting Down DS200, cont.

- Remove totals tape
- Press the “**Finished/Turn Off**” button on screen
- In General Election, check for write-in votes
- Inspector & Judges sign bottom of totals tape
- Place and seal totals tape in totals tape envelope (found in zipper pack)
- Totals tape envelope goes in the **Red Bag** at the end of the day

# Shutting Down DS200, cont.

- Remove media with **red** “DS200” sticker
  - Carefully cut the wire seal. Do not cut plastic loop.
- Place media in your bubble pack
- Close & lock media panel
- While holding latches out of way, lower case cover
- Attach latches
- Lock case cover
- Place **red** plastic seal on DS200
- Remove ballots from bin
- Wind up power cord and lock back of DS200



# Secure Voting Equipment

- **Lock, seal and leave DS200 and ExpressVote in a secure location at the polling site where you found them**



**You MUST tear down your equipment so that it can be removed from the site as quickly as possible after Election Day. Do NOT leave voting equipment assembled at the end of the voting day.**



# Summary: Shut Down Equipment

- **Wait for all voters to leave before shutting down the voting equipment**
  - Shut down the ExpressVote, then DS200
  - Follow instructions provided earlier in the video
  - Remove electronic media from DS200 and ExpressVote, place in bubble pack



**Vote ballots in the un-voted ballot bin, if any, that should have properly been voted earlier.**

# Closing Paperwork

- **Complete the Ballot Accounting Certificate**
- **Inspector Affidavit (PRE-10)**
- **Statement of Expense (PRE-2)**
  - Make sure all poll workers complete this form, especially those that work half day
  - Write legibly
    - Unreadable information will delay payment to poll workers
  - One person should mark 'cell phone reimbursement'
    - MCEB will give a \$5 stipend to one person, usually the Inspector, who uses their cell phone for official Election Day business
    - Inspector chooses which phone is to be used
- **Precinct Oath Book (PRE-1)**
  - Should be completed at the start of the voting day
  - Found under tab 2 of the Inspector Binder

# Closing Paperwork: Declared Write-in Form

- **To complete the Declared Write-In Form, you need:**
  - Totals tape
  - Voted ballots
- **Basic instructions:**
  - Review totals tape for any votes next to 'write-in'
  - If totals tape has votes cast for a write-in, you must:
    - Review all voted ballots to find the ballots containing votes for write-in candidates
    - Determine whether or not the vote is counted
      - Ignore votes cast for candidates that are not listed on the Declared Write-In Form
        - » Example: Mickey Mouse, Donald Duck, etc.
  - Put forms in the correct envelope and bag

# Packing Up

- Red Bag
- Ballot Transfer Case
- Poll Kit



**Follow Instructions contained within the Inspector Binder for packing up. Failure to return materials can result in lost pay.**

# Deliver Materials to Regional Sites

- Inspectors should extend an offer to the Judge of the opposite political party to travel to the regional site to return materials
- Make sure you deliver these three items:
  - Red Bag (sealed)
    - Especially the bubble pack with electronic media!
    - **DO NOT PUT THE RED BAG INSIDE THE BALLOT TRANSFER CASE**
  - Ballot Transfer Case (sealed)
  - Poll Kit
    - Double check Poll Book was sealed in its envelope and placed in the kit
- If you are missing items, you may not be able to check-in to your regional site



**Regional sites are open until 10PM. After 10PM, please deliver materials to Election Service Center, 3737 E. Washington St.**

# **FINAL REVIEW & REMINDERS**

- **Central Count of Absentee Ballots**
- **Arrive at 5AM**
- **Return all electronic media**
- **Don't forget to vote!**

# Additional Training

- **Training materials are for reference, not memorization**
  - Review Inspector Binder before Election Day
  - Refer to materials in Secretary of State's Handbook
- **Online resources – [www.indy.gov/election](http://www.indy.gov/election)**
  - Streaming video of poll worker training
  - PowerPoint presentations of all training
- **Training video will air on WCTY Channel 16 and Government TV 2**
  - For cable television viewers in Marion County:
    - Channel 16 can be viewed on Comcast Channel 16, Bright House Networks Channel 16 and on AT&T Channel 99
    - Government TV2 is available on Comcast Channel 28, Bright House Networks Channel 17 and AT&T Channel 99